

SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	Learning Support Assistant
CONTRACTED HOURS	Full or Part Time 35 hpw/ 38 weeks a year
LOCATION	Thomas Gainsborough School
GRADE / SCALE POINT – SALARY	Grade 3, Scale 4 - 6
REPORTING TO	Deputy SENDCo

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.

- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are a family of interdependent schools with a shared ambition to transform lives.
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The trust expects its work to be characterised by:

INTEGRITY

INCLUSION

KINDNESS

The vast majority of schools are now successful, well-performing schools and judged 'good' by Ofsted. The ambition over the next three years is that schools across the trust become excellent schools, characterised by top quartile performance and with the capacity to support more schools in the area that need support to benefit from being part of the trust.

In order to achieve this ambition, the trust will focus on:

Excellent education – we have plans for work in primary, secondary and special education which aim by 2028 to achieve top quartile performance in primary and secondary results and that has very high approval ratings externally and from parents for children with special educational needs.

Excellent staff – we have a People Strategy that includes the ambition of being the employer of choice for school staff in the region.

Excellent support for schools – we have included in our plans for work in primary, secondary and special education how schools are supported to provide excellent education and we have an operational plan for wider support for schools in the trust, those who wish to be associated with the trust and those who potentially might wish to join the trust.

Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To work under the direction of teaching staff and SEND leaders to support pupils, enabling them to access learning, develop independence, and achieve positive outcomes within an inclusive school environment.

KEY TASKS & RESPONSIBILITIES

Supporting Pupils

- Develop an understanding of a range of learning support needs and the specific needs of individual pupils.
- Support pupils to access learning effectively in class, small group and one-to-one contexts, using appropriate strategies and adaptations.
- Support pupils' physical and care needs where required, whilst promoting independence and self-efficacy.
- Work in accordance with Education, Health and Care Plans (EHCPs) and One-Page Profiles.
- Establish positive, supportive, and professional relationships with pupils.
- Promote inclusion and acceptance of pupils with SEND within the wider school community.
- Support pupils' emotional wellbeing and contribute to the development of self-esteem and resilience

Supporting Teachers and SEND Leads

- Assist with the implementation and review of EHCP provision and SEND support plans.
- Contribute to the development and maintenance of One-Page Profiles.
- Monitor, record, and report on pupil progress and engagement.
- Provide regular, accurate feedback to teachers and SEND leads regarding pupils' needs, progress, and outcomes.
- Participate in the evaluation and review of support strategies and interventions.

Supporting the School

- Where appropriate, support communication and positive relationships between home and school.
- To liaise, advise, and consult with other professionals involved in supporting the child.
- Implement the school Behaviour Policy consistently to support a positive learning environment for all pupils.
- Engage in mandatory and voluntary professional development and training.
- Adhere to all school and Trust policies and procedures.
- Maintain confidentiality at all times in relation to pupils, families, staff, and school matters.
- Support and/or lead enrichment activities as directed.

Additional Responsibilities

- Undertake any other duties reasonably requested by the Headteacher, commensurate with the role.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	● GCSE Grade C / 4 or above (or equivalent) in English and Maths.	✘ GCSE Grade C / 4 or above (or equivalent) in Science ✘ A Levels ✘ LSA Level 2 or Level 3 qualification (or willingness to work towards).
Literacy and Numeracy	● Demonstrates clear and accurate written English. ● Ability to carry out basic numerical tasks accurately.	
ICT, Equipment and Materials	● Confident and effective use of ICT and digital systems. ● Ability to maintain routine records accurately and systematically. ● Demonstrates competence in using relevant technology and office equipment.	● Knowledge of school or Trust digital systems
Organisation and Planning	● Ability to prioritise tasks and work in an organised and methodical manner.	● Knowledge of Trust's administrative procedures
Problem Solving	✘ Ability to resolve a range of day-to-day problems, using own initiative. ✘ Ability to recognise when to escalate concerns appropriately. ✘ Ability to prioritise tasks and work in an organised and methodical manner. ✘ Ability to demonstrate flexibility during the working day in order to support students needs	
Interpersonal and Communication	● Tact, diplomacy, and professionalism in all interactions. ● Patience and emotional resilience when supporting pupils and families. ● Strong understanding of the importance of confidentiality. ● Friendly, approachable, and supportive manner. ● Ability to work effectively as part of a team.	